



COLLEGE CREDIT PLUS
HANDBOOK



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LOCAL DESCRIPTION OF CCP

Ohio's Dual Enrollment Program, College Credit Plus (CCP), allows Ohio students in grades 7-12 to earn college credit and high school graduation credit through successfully completing college courses. Per Ohio law, students may take college courses at a college campus or, when available, onsite at their high school and receive both college and high school graduation credit. The purpose of CCP is to provide rigorous academic pursuits and expose students to options beyond the high school classroom. Any high school student admitted to a course by an institution of higher education will be required to perform at the same level as the institution's regular students. Colleges and universities enrolling students under this option will be reimbursed from local school funding for tuition, textbooks, and materials. Comet College is an exciting opportunity for Amherst students to earn college credit while still in junior high or high school through a partnership with Lorain County Community College. Students taking advantage of the program have the opportunity to graduate high school with both an associate degree and a high school diploma, free of charge. Students may join the program at any time and take advantage of customized 15- and 30-hour pathways. For more information on Comet College, visit the LCCC College Credit Plus website.

For a list of CCP course offerings and descriptions at Marion L. Steele High School, please refer to the [Marion L. Steele High School Program of Studies](#). Note that Amherst Junior High School does not offer CCP courses on-site.

Be aware that each college or university uses its own online learning management platform. It is the student's responsibility to access and use the platform for all coursework under the instructor's direction. Support for accessing the online learning management system is provided by each college or university, and technical assistance is provided by the college or university.

CCP DISCLOSURE OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides students access to information about themselves, permits students to challenge such information about themselves and limits the release of such information about students without the student's explicit written consent. In order for a parent or guardian to access student academic records for CCP courses, a student must complete and submit a release of information form provided by the instructor.

Student grades for CCP courses are not accessible in PowerSchool until final grades are submitted at the end of the semester. Course progress and grades will be available to students during the semester through the online learning management system. Marion L. Steele High School adjunct instructors will not be able to communicate with parents/ guardians about a student's academic progress unless the student completes the release of information form.



CCP ELIGIBILITY CRITERIA

A student is eligible for the College Credit Plus program if the student meets at least one statewide CCP eligibility criteria:

- o Place at the college level in at least one area from the following exams: ACT, SAT, Accuplacer, or ALEKS.
- o Possess an unweighted, cumulative 3.0 high school GPA.
- o Possess an unweighted, cumulative 2.75 high school GPA **AND** have an "A" or "B" in a relevant high school course.

PLACEMENT ASSESSMENT CRITERIA

Placement assessments must be complete prior to enrolling in any math course, ENGL 161 or any course requiring college-level reading, and any science course with mathematics as a prerequisite. To qualify for a CCP Math course, students score an SAT Math Score of at least 530, an ACT score of at least 22, or a score of at least 46 on the ALEKS Placement Assessment.

[LCCC Testing Center](#) - Students can schedule an appointment with the LCCC Testing Center (440-366-7773) to take the Accuplacer and/or ALEKS Placement Assessments

The Accuplacer and ALEKS assessments are administered in the Spring at Marion L. Steele High School.

APPLICATION PROCESS

1

Complete the [CCP application packet](#) (including the permission slip) and the [Amherst Schools CCP agreement](#), and turn them into your counselor

2

If required, schedule a placement test for relevant coursework.

3

Complete the College Credit Plus Questionnaire linked [here](#).

4

Meet with your school counselor to schedule classes.



CONTINUING ELIGIBILITY FOR CCP

DROPPING AND/OR WITHDRAWING FROM CCP COURSES

Students who decide not to continue with a CCP course within the institution's timeframe can drop the course without academic or financial penalty. If a student decides not to continue a course after the institution's designated drop deadline, the student needs to complete a withdrawal form, and the parent will be responsible for the cost of the course (tuition and textbooks). Note that each CCP institution has withdrawal and drop policies that may have academic and/or financial ramifications.

CONTINUING ELIGIBILITY

To remain eligible for CCP, a student:

- Must have a cumulative grade point average of higher than 2.0 in the college courses taken through the college credit plus program
- Must not withdraw from, or receive no credit for, two or more courses in the same term (depending on the institution, withdrawal forms must be submitted by a specific deadline)

Any student who does not meet these conditions is considered an "underperforming student" and will be placed on academic probation.

CCP PROBATION

AEVSD will place underperforming students on CCP probation. Schools will promptly notify the student, the student's parent, and each institution of higher education in which the student is enrolled of the student's status. The school shall advise the student and the student's parent on the requirements for continuing in the program.

While a student is on CCP probation, the following shall apply:

- The student shall enroll in no more than one college course in any term.
- The student shall not enroll in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.
- If a student has registered for more than one college course for the next term prior to being placed on CCP probation, the student shall request each applicable institution of higher education to dis-enroll the student from courses as necessary. If the student elects to remain enrolled in one course for the next term, the student shall notify the applicable institution of the course in which the student would like to remain enrolled. The institution shall confirm the course enrollment and all course dis-enrollments in the pre-term notice of admission. In the event the student fails to dis-enroll from courses as required by this division, the secondary school shall promptly notify the student and the student's parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student shall be declared an ineligible student and dismissed from the program for the next term.



CCP PROBATION (CONTINUED)

If a student takes a college course after being placed on CCP probation and the course grade raises the student's cumulative grade point average in the student's college courses to a 2.0 or higher, the student shall be removed from CCP probation and may participate in the college credit plus program without restrictions, unless the student again becomes subject to this rule. If the student takes a college course while on CCP probation and the course grade does not raise the student's cumulative grade point average in the student's college courses to a 2.0 or higher, AEVSD will dismiss the student from the CCP program.

CCP DISMISSAL

AEVSD will dismiss an ineligible student from the College Credit Plus program. Students become ineligible for the CCP program when they meet the definition of an underperforming student for two consecutive terms of enrollment.

The district shall promptly notify the student, the student's parent, and each institution of higher education in which the student is enrolled of the student's dismissal.

A student who has been dismissed from the College Credit Plus program shall not take any college courses through the program. If the student had registered for any college courses for the next term prior to being dismissed from the program, the student shall request each applicable institution of higher education to dis-enroll the student from those courses. The institution shall confirm all course dis-enrollments in the pre-term notice of admission. In the event the student fails to dis-enroll from courses as required, the district will notify the student and the student's parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student's dismissal from the program shall continue for an additional term.



ACADEMIC PROGRESS POLICY

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A student shall remain on Academic Probation until their college course grade point average is at least 2.0. Students will have one college term to improve their grade point average to meet this requirement. Students who fail to meet the GPA requirement will be dismissed from CCP programming.

DISMISSAL FROM CCP

Students may not enroll in CCP courses for the following college term after being dismissed from CCP. At the end of the dismissal term, students may request to be reinstated in the CCP program. A formal written request for reinstatement must be submitted to a school counselor. A CCP team, including the student, parent/guardian, school counselor, and building administrator, will convene to review the reinstatement request. During the meeting, the school will review the student's full high school and college academic record to determine the student's academic progress. Academic records may include the following:

- Course Grades
- Attendance
- Discipline record
- Teacher Recommendation (in subject area)
- Progress towards meeting graduation requirements
- Achievement test results (district, state, and national)

The school will continue the student's dismissal, place the student on CCP probation, or allow the student to participate in the program without restrictions.

See the Appeals section of this document for information about the Appeal Process.

****Note that summer shall count as a term of dismissal from the program only if the student is enrolled in one or more high school courses during the summer.***



APPEALS

A student who is dismissed from the college credit plus program or is prohibited from taking a course in a subject may appeal the decision to the Superintendent. To request an appeal, a student must provide a written explanation of why the student should be 1) removed from CCP Dismissal or 2) permitted to take a course in the same subject while on CCP Probation. The district superintendent will review the written explanation and consider the following possible activities that a student has taken: Completion of high school courses with an established grade point average. Completion of tutoring and extra course assistance, as available. Development of an individual pathway plan that includes high school graduation requirements and possible college courses.

The superintendent will consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:

- Allow the student to participate in the program without restrictions;
- Allow the student to take a course otherwise prohibited;
- Allow the student to participate in the program on CCP probation; or
- Maintain the student's dismissal from the program.

The student shall request an appeal within five business days after being notified of the CCP dismissal or the CCP probation that prohibits the student from taking a course in a subject. The district will promptly notify any institution of higher education in which the student is enrolled that the student has requested an appeal.













The superintendent, as applicable, shall issue a decision on the student's appeal within ten business days after the date the appeal is made. The decision shall be final. The district will promptly notify any institution of higher education in which the student is enrolled of the decision.

If the decision is to continue the student's dismissal and the student is enrolled in an institution of higher education, the institution shall permit the student to withdraw from all courses in which the student is enrolled without penalty. The district will not be required to pay for those courses.

If the superintendent fails to issue a decision on the appeal within ten business days after the date the appeal is made and the student is enrolled in an institution of higher education, the institution shall permit the student to withdraw from all courses for which the student is not eligible under this rule without penalty, and if the decision on the appeal is made after the institutions prescribed no-fault withdrawal date, the district will pay for those courses.



LINKS & RESOURCES

-  [Karen Tomcko, LCCC Career and Academic Advising Professional](#)
-  [Testing Services](#)
-  [Bookstore](#)
-  [Accessibility Services](#)
-  [LCCC Textbook Ordering Information](#)
-  [Additional Resources for Parent](#)
-  [CCP Handbook for Parents from ODEW \(Overview\)](#)
-  [CCP Video Overview](#)
-  [Annual Information Session Slides](#)
-  [CCP Probation & Dismissal Description](#)
-  [CCP FAQs](#)
-  [Marion L. Steele Program of Studies](#)